National Assessment Program – Literacy and Numeracy 2015

Student Participation Website User Guide

Version 1.6

2 March 2015

For support telephone 1800 771 166 between 9am and 5pm, or e-mail naplan.sa@fujixerox.com.

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1 About SA NAPLAN Student Participation Website

1.1 Introduction

The reporting of 2015 NAPLAN results requires that each state/territory collects from every school accurate information which identifies students who were:

- Exempt
- Absent
- Withdrawn
- Allocated NAPLAN test books but have since left the school
- Newly enrolled and for whom there were no individual NAPLAN test books provided
- Granted adjustments
- Home schooled

It is very important that all South Australian students are accounted for in the 2015 NAPLAN tests, including students who did not sit for one or more of these tests.

In order for this information to be collected in a streamlined manner, a secure website has been established for principals or their delegates to access in order to confirm and/or update individual student details.

1.2 Student Participation Reporting Process

The recording of Student participation in NAPLAN tests in South Australia takes place on the Student Participation Website. The website is located here: https://portal.fxdms.net/naplan/

The website will be available from Tuesday 17th March, 2015.

The website is secure and each school can only access and amend the details of their own students using a username and password that will be provided by DECD, CESA or AISSA.

1.2.1 Statement of Compliance

The Statement of Compliance must be completed by **Monday 4th May.**

Compliance includes reading and understanding the Handbook for Principals. The Handbook for Principals contains relevant sections of the National Protocols for Test Administration and the Test Administration Handbook for Teachers.

Please find each of the following documents provided in PDF format for your reference:

- The Handbook for Principals
- National Protocols for Test Administration: relevant sections Responsibilities of principals 3.3 & 4.3
- The Test Administration Handbook for Teachers

Please note: Student participation details are only able to be updated once the Statement of Compliance has been completed.

1.2.2 Confirmation

Once all student participation information has been completed, please indicate this on the Confirmation screen. The Confirmation screen will be available from 9am Thursday 14th May, the final day of NAPLAN testing.

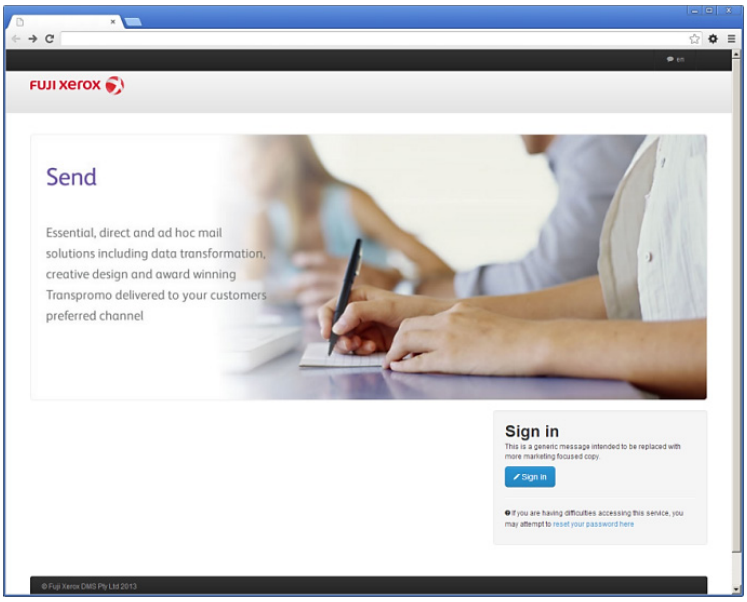
The Student participation information must be completed by no later than Friday 22nd May 2015.

2 How to use the Website

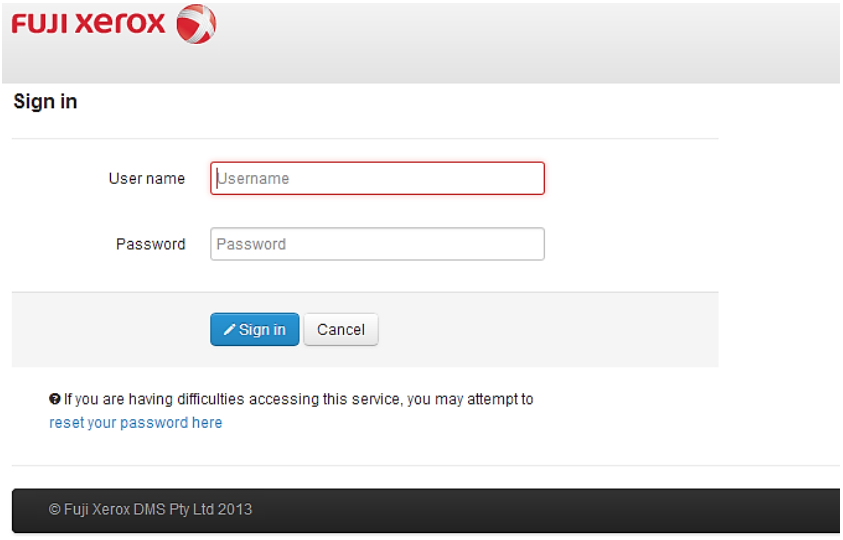
2.1 Overview

The Student Participation Website can be accessed by going to https://portal.fxdms.net/naplan/.

Click the Sign in button in the lower right hand corner.


FUJI Xerox
Send
Essential, direct and ad hoc mail solutions including data transformation, creative design and award winning Transpromo delivered to your customers preferred channel
Sign in
Sign in

Upon selection of the button Sign in you will be taken to the Sign In page.



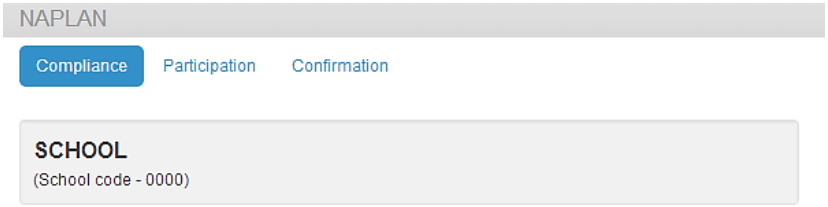
At this point you should enter your username and the password supplied by DECD, CESA or AISSA. Once you have entered these details select the button Sign in. If the Username and Password you have entered are correct, you will be presented with the Welcome page.

2.2 Navigating the website

There are three main pages associated with the Student Participation Website. That is:

1. Compliance,
2. Participation, and
3. Confirmation.

The last two pages (participation and confirmation) only become available once the Principal or Principal's Delegate has completed the Statement of Compliance.



Selecting

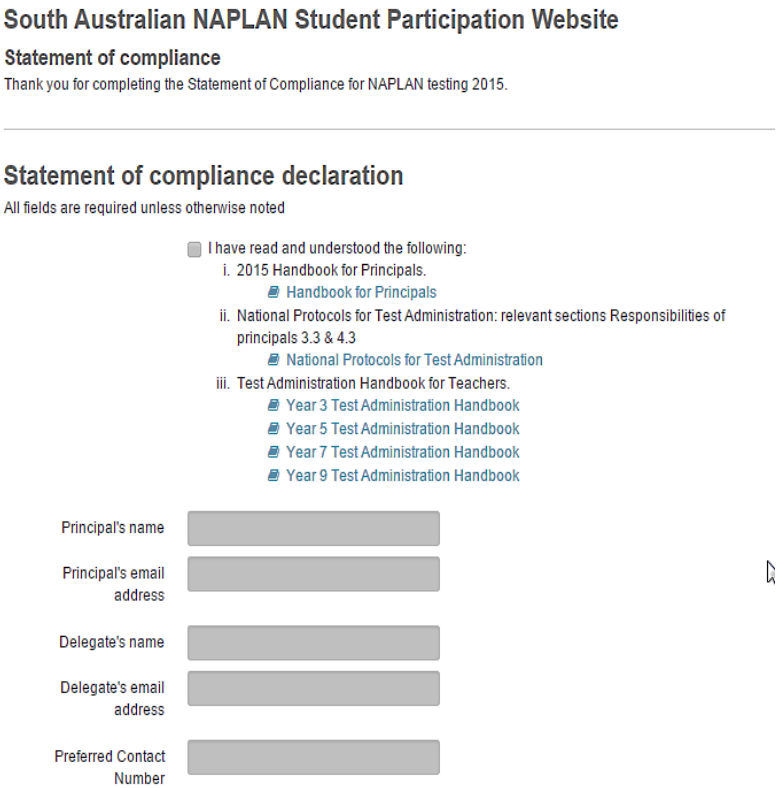
will present the user with a full list of students currently nominated to sit the NAPLAN test for 2015 at the school.

Selecting

will present the user with the confirmation screen for confirming final participation in the 2015 NAPLAN tests.

3 Statement of Compliance

Before any student details can be viewed or modified the Statement of compliance declaration will need to be completed by the Principal or the Principal's Delegate. The details of the Principal and the Principal's Delegate will need be entered and saved to proceed.


South Australian NAPLAN Student Participation Website
Statement of compliance
Thank you for completing the Statement of Compliance for NAPLAN testing 2015.
Statement of compliance declaration
All fields are required unless otherwise noted
I have read and understood the following:
i. 2015 Handbook for Principals.
Handbook for Principals
ii. National Protocols for Test Administration: relevant sections Responsibilities of principals 3.3 & 4.3
National Protocols for Test Administration
iii. Test Administration Handbook for Teachers.
Year 3 Test Administration Handbook
Year 5 Test Administration Handbook
Year 7 Test Administration Handbook
Year 9 Test Administration Handbook
Principal's name
Principal's email address
Delegate's name
Delegate's email address
Preferred Contact Number

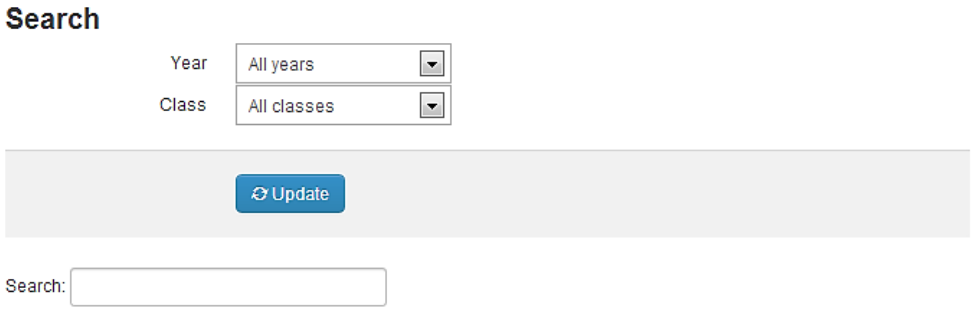
4 Participation Information

4.1 Entering Participation Information

Student details can be searched and edited in three ways: by Year, by Class or by using the Search field to search for a student directly by name, surname, DOB, EDID or class.

The student participation list will display all students in your school. This can be refined by using the Year and/or Class drop-down.

Clicking on the headings of each column will sort the list of students by that column.



4.2 Amending Student Participation Details

The default code for each student is "participated". This is indicated by . If a student sat a test do not amend this value.

A student's participation details can be amended by selecting the participation type from the appropriate drop-down. There is one participation drop-down per test. Any changes to the participation details of a student are automatically saved.

The drop-down selection for each test has the following codes:

- **A** for absent from the test
- **W** for withdrawn from the test
- **E** for exempt from the test
- **L** for left the school prior to the test

The

button is used to capture adjustments, home school information and also to allow the school to write any comments that may be applicable to the student.

4.3 Modify Student Information

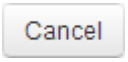
On the Modify Student dialog box, the user can complete the following:

- Note relevant information in the comments box relating to the student (e.g. left to NSW, or left to Adelaide HS, etc.)
- Click the check box for Full Fee Paying students.
- Select the adjustments granted to the student for each test.
    - Indicate where a student is home schooled.

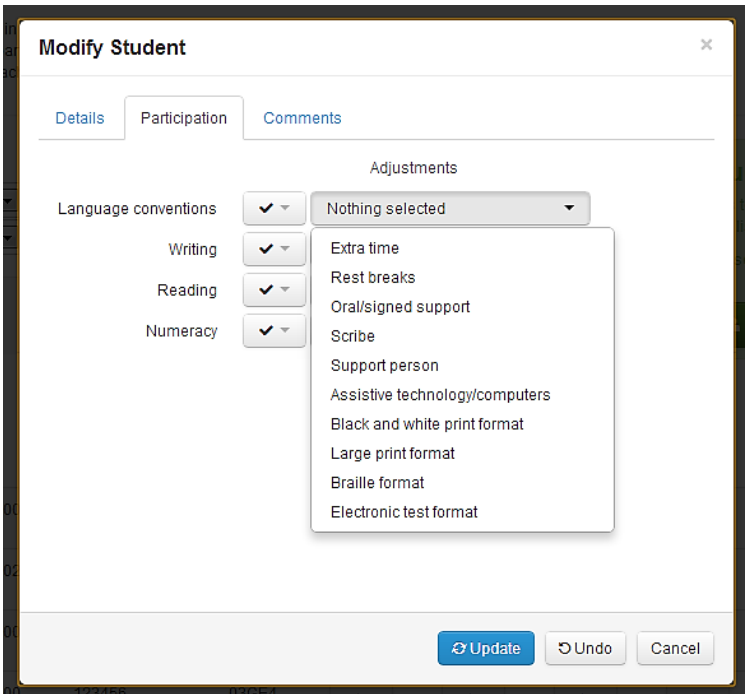
4.4 Entering of Adjustments for Students with Disability

To enter an adjustment(s) for a student:

- Click on the modify student button next to the student in the Participation List, the modify student dialog will appear.
- The default for each student is Present. This is represented by .
- Clicking on the drop-down next to this will show the list of possible adjustments. Select the adjustments from the list. Select as many as are applicable by clicking on each selection.
- Click

to close the dialog or 

to close the dialog without saving.



4.5 Explanation of Adjustments

The table below contains the explanation of each of the disability adjustments. For further information, please refer to the Handbook for Principals.

Disability Adjustments	Comments
Extra time	Generally, it is recommended that no more than 5 minutes of extra time per half hour of test time be granted, however in some cases up to an additional 15 minutes per half hour of published test time may be provided. See also the Handbook for Principals, Section 6.10.3 for extra time for Braille users.
Rest breaks	Generally, it is recommended that no more than 10 minutes of rest time per half hour of test time be granted, however in some cases up to an additional 15 minutes per half hour of published test time may be provided. Where relevant, rest breaks can be used as an alternative to extra time to avoid student fatigue, although there will be instances where both extra time and rest breaks are necessary.
Oral/Sign support	Students who are deaf or have a hearing impairment may access oral or signed communication (e.g. Auslan). The support person must be a skilled and familiar communication partner with the student and is permitted to read or sign the instructions in all tests. Signing is permitted only for those sections of the tests that can be read to non-hearing impaired students (see the Handbook for Principals, Section 8.6.11).

Scribe	Scribes can be used for the Writing test if this is the usual assessment practice in the classroom. ☑ Scribes are permitted for the Writing test where the disability is of an enduring nature. ☒ Scribes are not permitted for the Writing test where the disability is of a temporary nature.
Support Person	A Support Person may be either a teacher or a person officially engaged by the school to assist students with disability to access the test by shading bubbles indicated by the student or writing short responses or answers dictated by the student for the Reading, Language Conventions and Numeracy tests.
Assistive technology/ computers	Computer use may be permitted for all tests by students with disability who normally use this adjustment for their usual classroom assessments and for students with temporary injuries such as broken arms. Schools must seek advice and/or approval from their TAA for this adjustment prior to testing. ☑ Software providing text-to-speech outputs is permitted to enable students with disability who normally use this type of adjustment to access their own responses in all tests, where appropriate. ☑ Software providing text-to-speech outputs is permitted to access test material only where reading aloud is available to all students. Unacceptable aspects of computer use include: ☒ Word prediction ☒ Spelling and grammar checking ☒ Text-to-speech software for Language Conventions and Reading tests ☒ Calculator use (during non-calculator numeracy tests) ☒ Internet/internal network access
Black and White print format	Black and white print test books are available for students who generally access their classroom assessments in this manner. Black and white test books may be copied onto coloured paper or used with coloured overlays. Schools are responsible for copying onto coloured paper and providing coloured overlays. Black and White print materials must be ordered in advance through the TAA.
Large print format	Various formats of large print test books are available for students with vision impairment who generally access their classroom assessment in this manner. Large print materials must be ordered in advance through the TAA.
Braille format	Braille test books are available for students who normally use Braille in their classroom assessment. Braille materials must be ordered in advance through the TAA.
Electronic test format	This adjustment is limited to those students with disability who are unable to access the tests through any of the other adjustments available including the use of assistive technology. Electronic test format materials must be ordered in advance through the TAA.

Please note schools must seek advice and/or approval from their sector for adjustments related to scribes, assistive technology and the electronic format prior to testing.

4.6 Indicating Home Schooled Students

To indicate that a student is home schooled:

- Click on the

button next to the student in the Participation List. This will bring up the Modify Student dialog box for that student.
- Click in the check box to indicate that the student is home schooled.
- Click on the

button.

Clicking cancel will mean all changes will not be saved.

4.7 Adding a New Student's Details

A new student, that does not currently appear, will need to be added to the lists (i.e. new enrolment etc.)

To add a new student's details to a Class of student records:

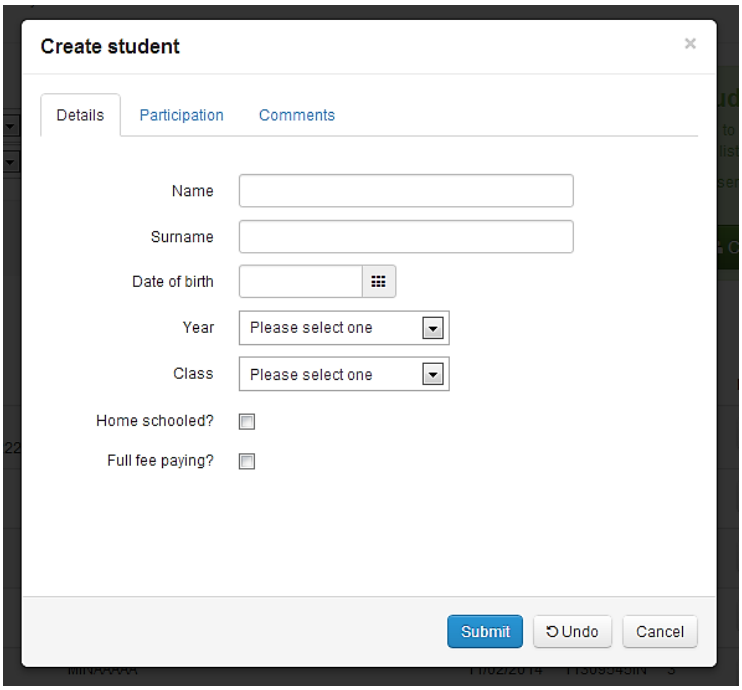
- Click on the

button which is in the Create a new student section of the Participation screen.

This will display a dialog box where student enrolment details can be filled in.

- Enter the details of the new student, including participation information (if known at the time). Participation information can be entered by clicking on the Participation tab.
- Click on the

button



The student will now appear in the list of students on the Participation Screen.

Field Name	Length	Mandatory	Valid Codes
Name	50	Yes	A-Z, a-z special characters*
Surname	50	Yes	A-Z, a-z special characters*
Date of Birth (DOB)	10	Yes	dd/mm/yyyy, e.g. 15/09/2000
Year	1	Yes	3, 5, 7, 9
Class	14	Yes	A-Z, 0-9
Home Schooled	1	No	Check box
EDID (for DECD Students) ID (for CESA Students)*	11	Yes for DECD No for CESA N/A for AISSA	A-Z, 0-9
Language conventions		No	Present (default) shown as
Writing		No	

Reading		No	Absent, Withdrawn, Left School
Numeracy (Calculator)		No	
Numeracy (Non-Calculator)		No	
Adjustments		No	Select from list for each test type.
Comments	100	No	

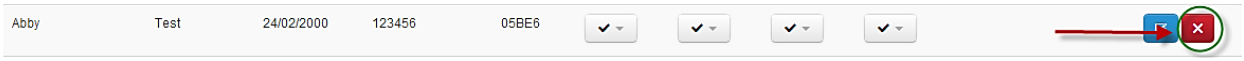
* Special characters include hyphens, apostrophes, single spaces, left and right brackets and full stops.

* The EDID field will only appear for DECD students. The ID field will only appear for CESA students and is not mandatory for these students.

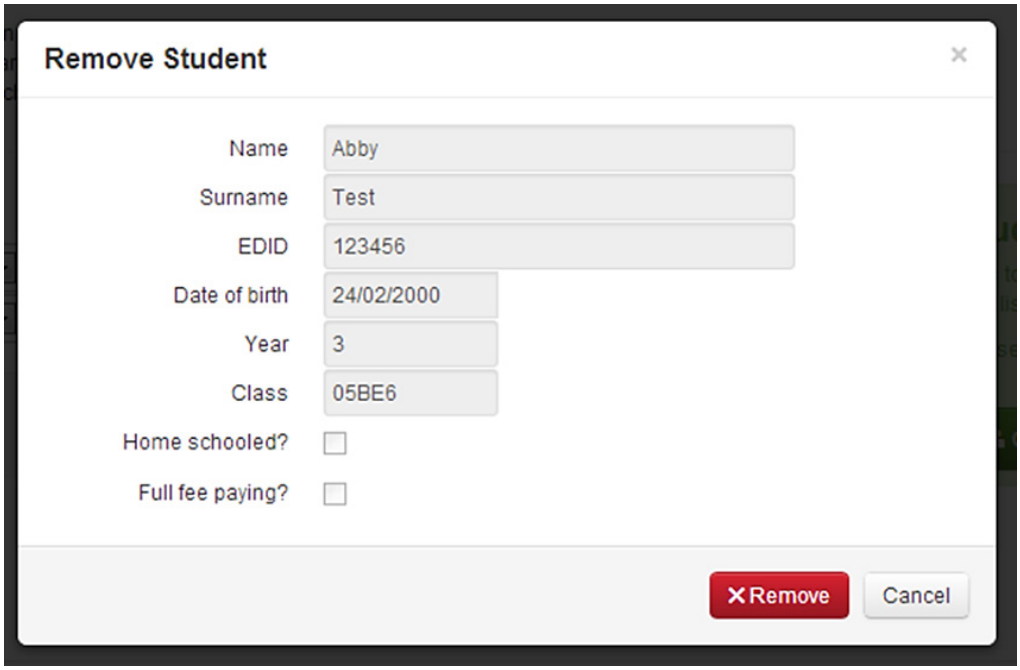
4.8 Deleting a previously added student

Only students that have been added by the school can be deleted. Any student data that was originally available and provided by the TAA cannot be deleted.

To delete a recently added student, press the delete button on the student record.

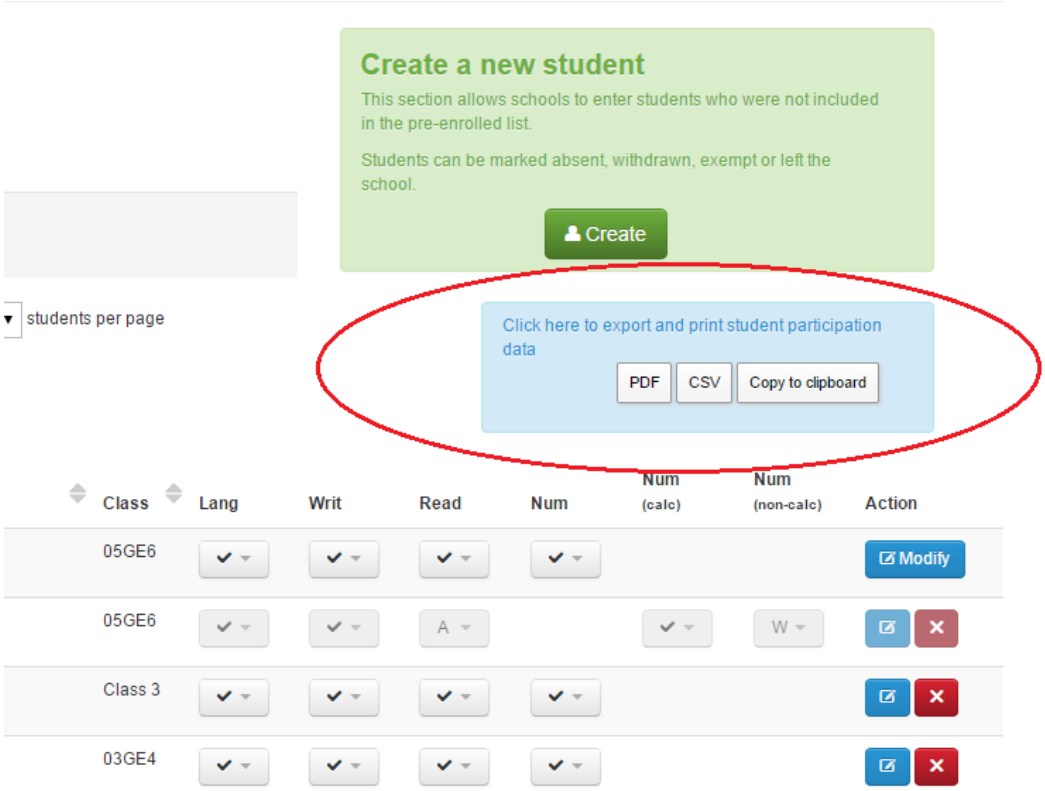


A dialog box will be presented to confirm removal of the student record. Click Remove to delete, and Cancel if you do not wish to delete the student.

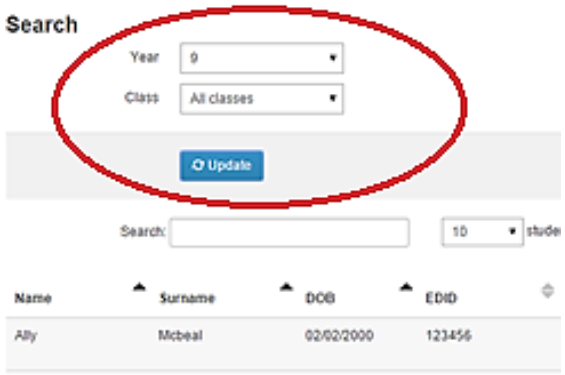


4.9 Printing your student participation records

Student participation information can be printed from the Participation tab. There are two options to print your student participation records. The buttons are located below the 'Create a new student box'. The buttons allow for export to PDF or CSV. Once you have created a pdf document using this button, you can print off your records. The data can also be copied to the clipboard using the 'Copy' function and pasted into another application such as Excel.



If you want to print the student lists by school year etc., first select the required year in the Search area and then press the Update button. Your screen should now only show data from that school year. Now press the export button to select your chosen format (e.g. pdf document). Once you have created your document, you can print off your records. For example, selecting Year 9 in the drop down will show only Year 9 in the list. The export function will only export data for year 9, and the print out of your pdf document will only show participation details for Year 9 students.

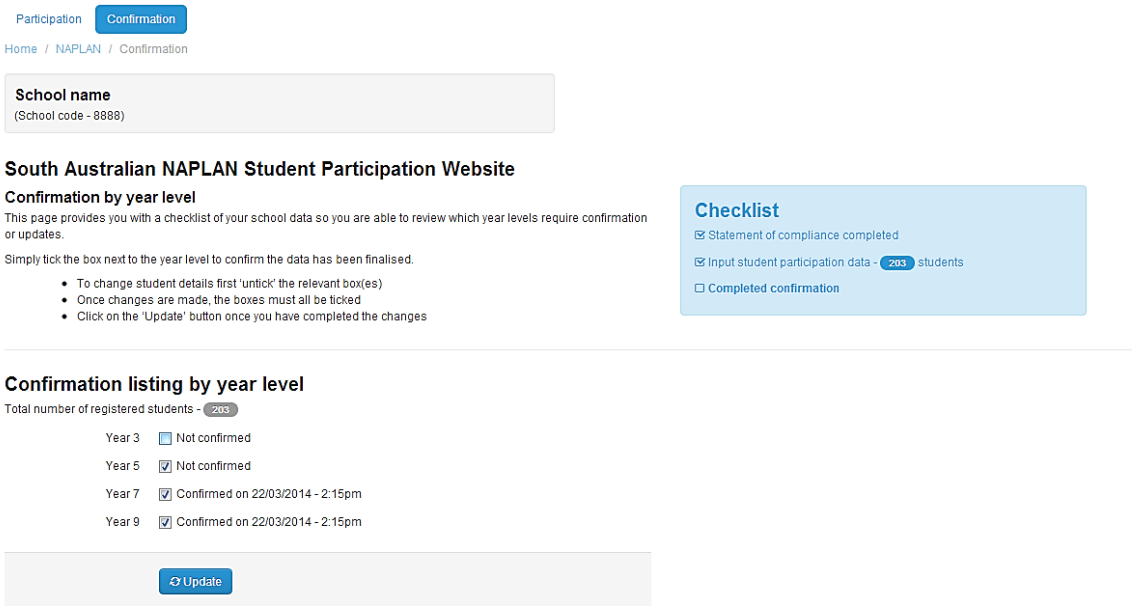


5 Confirmation of Participation Information

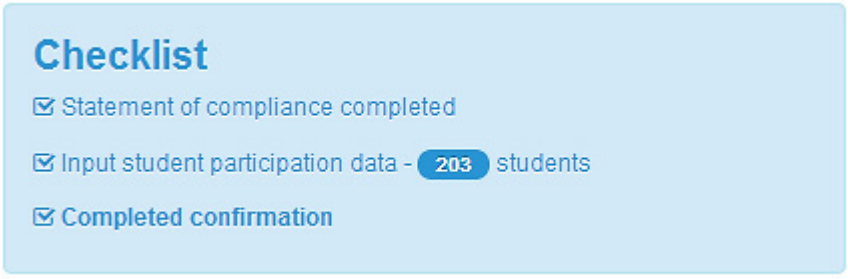
After entering all the relevant participation information and any additional students, you need to confirm that all information that has been registered for your school is accurate. Generally this will be the final action performed when all of the student information has been entered and updated. The confirmation screen will only be active after 9am on Thursday 14th May. It is advised that you complete this information before returning the student test booklets on Monday 18th May. If you need to make further changes after the test booklets have been returned, the website can accept changes until Friday 22nd May.

When the student details for a Year level are accurate:

- Click on the Confirmation tab near the top of the page.
- Click the button next to the description of the Year level that you want to flag as Confirmed. The date and time of the confirmation will then be displayed.


Participation
Confirmation
Home / NAPLAN / Confirmation
School name
(School code - 8888)
South Australian NAPLAN Student Participation Website
Confirmation by year level
This page provides you with a checklist of your school data so you are able to review which year levels require confirmation or updates.
Simply tick the box next to the year level to confirm the data has been finalised.
To change student details first 'untick' the relevant box(es)
Once changes are made, the boxes must all be ticked
Click on the 'Update' button once you have completed the changes
Checklist
Statement of compliance completed
Input student participation data - 203 students
Completed confirmation
Confirmation listing by year level
Total number of registered students - 203
Year 3 Not confirmed
Year 5 Not confirmed
Year 7 Confirmed on 22/03/2014 - 2:15pm
Year 9 Confirmed on 22/03/2014 - 2:15pm
Update

Once confirmation for each Year Level has been received the Student Participation process is complete. The table on the participation screen will show as Completed confirmation.



The checklist above shows that the school has completed all necessary information on the Student Participation Website.

If you need any support using this website, please telephone 1800 771 166 between 9am and 5pm, or e-mail naplan.sa@fujixerox.com. The contact information can be found on the website.